

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF FLORIDA  
PENSACOLA DIVISION**

**August 29, 2003**

**POSITION (temporary): Construction Liaison Officer**

**LOCATION:** Pensacola, FL

**SALARY and ADVANCEMENT RANGE:**

CL 28/29 (starting salary range \$45,150 to \$67,143 depending upon experience)

**CLOSING DATE:** Open until filled. To assure consideration, an application and resume must be **received** by **Friday, September 12<sup>th</sup>, 2003**. (No faxes accepted.)

**Position Overview:**

This position is located in the Pensacola office of the Clerk of Court of the United States District Court. The incumbent is responsible for construction oversight and providing the full range of technical support and project management for renovations of the Winston Arnow Federal Building in Pensacola, Florida. The position supports all of the units of the court, District Court, Bankruptcy Court, and the Probation Office.

**Representative Duties:**

Monitors rehabilitation and renovation of the Winston Arnow Federal Building in Pensacola, working with the General Services Administration, architects, engineers, the primary builder, other tenants and representatives of the Judiciary to establish schedules, perform on-site inspections, and act as liaison between the United States District Court, Bankruptcy Court, Probation Office, and other involved entities.

Monitors construction and alterations to ensure design intent and progress.

Acts as liaison between United States District Court and other entities involved with aforementioned renovation projects.

Coordinates with space and facilities staff of the Eleventh Circuit Court of Appeals and the Administrative Office of the United States Courts in achieving Court goals during construction.

Receives direction from and reports directly to the Clerk of Court, United States District Court for the Northern District of Florida. Works closely with Clerk of Court, United States Bankruptcy Court for the Northern District of Florida and with Chief Probation Officer, United States District Court, Northern District of Florida.

Performs other duties as assigned.

**Job Requirements:**

Broad knowledge of architectural design with experience in major facilities planning, design, contracting and construction. Thorough knowledge of project management and analytical skills, well developed organization and time management skills, ability to establish and adhere to time schedules. Excellent written and verbal communication skills. Experience with computer aided drafting software preferred.

**Mandatory Requirements:**

High school graduate with 3 years general experience plus 3 years of specialized experience that demonstrates the ability to apply a body of rules, regulations, directives, or laws, of which at least one year is equivalent to work at the CL-27. The incumbent will have good computer skills, be multi-task oriented, and have excellent communication and interpersonal skills.

**Court Preferred Skills:**

Bachelor of Science degree preferably in architecture or engineering with five or more years experience in major facilities planning, design, contracting and construction. Familiarity with the U.S. Courts Design Guide, including knowledge of electrical, HVAC, and telecommunications infrastructure.

**Benefits:**

Employees of the U. S. District Court are excepted appointments and are not included in the government's competitive service classification system. Positions are classified and graded by the Court Personnel System.

Employees of the U. S. District Court are entitled to benefits including health and life insurance, paid holidays, leave program and periodic salary increases. This position is subject to mandatory electronic direct deposit of salary payment. Only the most qualified applicants will be interviewed, and only those interviewed will be contacted. A background records check will be conducted on the successful applicant. No interview or relocation expenses will be paid.

**Where to Apply:**

Interested applicants should submit their resume and AO 78, Application for Judicial Branch Federal Employment (located on our web site), with cover letter, references, and salary history to:

Construction Liaison Officer Vacancy  
U. S. District Court  
P. O. Box 936  
Tallahassee, FL 32302

For additional information on the U. S. District Court, visit our web site at [www.flnd.uscourts.gov](http://www.flnd.uscourts.gov).

NO PHONE CALLS PLEASE  
U. S. Citizenship Required  
\*\* The Court is an Equal Opportunity Employer\*\*